

## **BUDGETING FOR A HOSTED DIGITAL PROJECT AUGUST 2009**

Thanks to a grant from the Nicholas Family Foundation, many of Wisconsin Heritage Online's training and support services are available at no cost to new members through May 2011. However, your digital project will require additional expenditures. This document can help you plan for potential costs that may be associated with digitization.

### **1. Wisconsin Heritage Online annual membership dues**

Annual fee of **\$50** or **\$100** depending on size of organization

### **2. Basic hosting and collection management services from the Milwaukee Public Library**

Provided at **NO COST** to new WHO members:

- The CONTENTdm Acquisition Station, a downloadable software program for digital collections management
- Server space for collection metadata and low-resolution digital images
- A simple customized home page for your digital project

### **3. Basic training and support from Wisconsin Heritage Online staff**

Provided at **NO COST** to new WHO members:

- Review of collections content and digitization readiness
- Training in the use of the CONTENTdm Acquisition Station
- Assistance in setting up metadata fields and developing a workflow
- Support and troubleshooting during project implementation (maximum 20 hours over six months)

### **4. Hardware, software, and other equipment**

These expenses will vary widely depending on your organization's existing equipment, access to outside resources, and the needs of your project. Consult the [Planning page](https://wiheritage.pbworks.com/Planning) of the WHO Resources wiki (<https://wiheritage.pbworks.com/Planning>) for advice in selecting a scanner and other materials.

Necessary supplies may include:

- Scanner or digital camera
- Computer with high-speed Internet access
- Software for image editing
- Archival supplies for proper storage of original materials, i.e. acid free boxes
- Means for preservation of digital files, i.e. gold CDs, RAID controller or external hard drive

### **5. Human resources**

Another cost of digitization is the time spent by your organization's staff, volunteers, or interns to plan and carry out a digital project. Again, these expenses will vary widely depending on your organization's resources and the needs of the project.

Time may be needed for:

- Project management and quality control

- Reformatting (scanning or photographing)
- Research to develop consistent, high-quality catalog records
- Data entry
- Project promotion

## 6. Additional training and support services

**\$90.00/hour**, provided by the Wisconsin Heritage Online Program Manager

If additional training and support is needed, our Program Manager will work with you to customize a support package. Problem solving and troubleshooting after the initial 6 month/20 hour period is also available at a rate of \$90.00/hour.

Extended support services may include:

- Guidance in more advanced presentations of digital material, such as complex compound objects
- Review of metadata fields as your digital program develops
- Cataloging or metadata entry services

## 7. Continuing education

Many institutions offer classes or workshops, either in person or online, focusing on particular steps of the digitization process. Costs for these sessions generally range from \$50-\$200 per person.

Training sessions from outside organizations that may be beneficial for your staff or volunteers may include:

- CONTENTdm or other content managements systems
- Dublin Core metadata
- Scanning or other reformatting
- Digital preservation

